

1-11-2008

## Campus News January 11, 2008

La Salle University

Follow this and additional works at: [http://digitalcommons.lasalle.edu/campus\\_news](http://digitalcommons.lasalle.edu/campus_news)

---

### Recommended Citation

La Salle University, "Campus News January 11, 2008" (2008). *Campus News*. 112.  
[http://digitalcommons.lasalle.edu/campus\\_news/112](http://digitalcommons.lasalle.edu/campus_news/112)

This Book is brought to you for free and open access by the University Publications at La Salle University Digital Commons. It has been accepted for inclusion in Campus News by an authorized administrator of La Salle University Digital Commons. For more information, please contact [careyc@lasalle.edu](mailto:careyc@lasalle.edu).



# Campus News

La Salle University's Weekly Information Circular

January 11, 2008



**Renovations Continue at St. Benilde Tower, West Campus**

## General News

**Conducting Effective Meetings**

Facilitated by  
Paul Roden, Training Manager

**Date:** Wednesday January 16, 2008

**Time:** 1:00 pm to 3:00 pm

**Location:** Union 310

**Date:** Thursday, January 24, 2008

**Time:** 10:00 pm to 12:00 pm

**Location:** Union 310

**Date:** Monday, January 28, 2008

**Time:** 2:00 pm to 4:00 pm

**Location:** Union 310

**What will you learn?**

Practical ways to plan and conduct a meeting  
Understanding of the roles and functions of meeting members.  
Knowledge of the stages of meeting development.  
When to have and when not to have a meeting.  
Tools and techniques to improve meeting effectiveness.

**How will you learn?**

Video tape modeling  
Lecture  
Discussion  
Simulation exercises

**Whom do I contact to register and get more information?**

**Paul Roden: ext 3607, E-Mail: [roden@lasalle.edu](mailto:roden@lasalle.edu) or Box 806, Administration Center 104, Fax 1453**



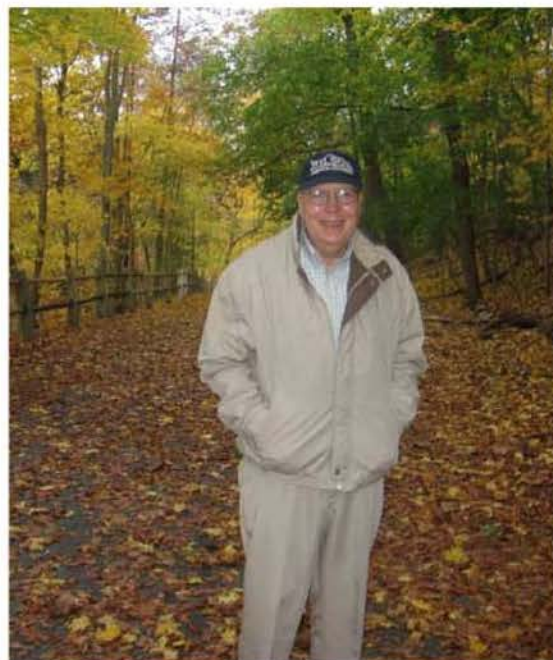
## La Salle People



College of Professional and Continuing Studies Staff at work in their offices on the fourth floor of the Administration Building



College of Professional and Continuing Studies Staff : *Standing*—Joe Ugras, Donna Erb, and Jim Rook; *Seated*—Angela Colletta, Liz Heenan, Patricia McCaffrey, and Lynnette Clement



**Memorial  
for  
DR. MICHAEL KERLIN  
Philosophy Professor  
(1/13/36 - 11/23/07)**

**Tuesday, January 22, 2008  
4:00 p.m.- 6:00 p.m. College Hall Chapel**

**All are welcome to join in this life celebration of Dr. Kerlin.  
If you would like to participate by reading, singing, playing  
an instrument or sharing some memories, please contact  
Brother Robert Kinzler at the UMAS office, x1048.**



## Renovations Continue at St. Benilde Tower



Installing molding in an office



Classroom completed and ready for cleaning



Setting up beds in the Nursing Learning Resource Room

## **Institutional Review Board Spring 2008 Submission Deadlines**

Proposals that require full review must be submitted to the Chair of the IRB by the dates listed below. Exempt and Expedited proposals are reviewed on a rolling basis. Generally, all reviews are processed within one month of the date of submission.

**January 18, 2008 3 p.m.**  
**February 15, 2008 3 p.m.**  
**March 14, 2008 3 p.m.**  
**April 11, 2008 3 p.m.**

For information about the categories of proposals, as well as the procedures for submission, please go to <http://www.lasalle.edu/academ/irb/index.htm>

Members of the Institutional Review Board are as follows:

Greer Richardson, Education, Chair  
Robert Dobie, Philosophy  
Barbara Hoerst, Nursing  
Prafulla Joglekar, Management  
Jon Knappenberger, Math/Computer Science

# HOME BASKETBALL GAMES IN JANUARY

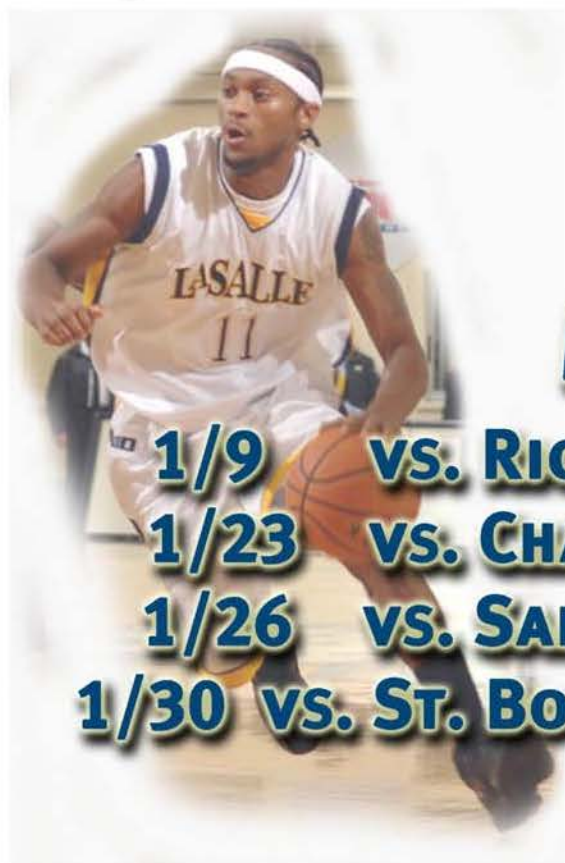
## WOMEN

1/7	VS. PENN	7:00 p.m.
1/16	VS. DAYTON	7:00 p.m.
1/26	VS. ST. BONAVENTURE	5:00 p.m.



## MEN

1/9	VS. RICHMOND	12:00 p.m.
1/23	VS. CHARLOTTE	7:00 p.m.
1/26	VS. SAINT LOUIS	2:00 p.m.
1/30	VS. ST. BONAVENTURE	7:00 p.m.





**Employment****Office Manager, The Nonprofit Center**

This position manages the fast-paced office of The Nonprofit Center, and The Center's database and on-line jobs site. In addition, this position provides support to the Director of Marketing and Communication, as well as the Director of The Center.

**Requirements:**

- Minimum two years of experience in the nonprofit sector
- Proficient with web management software, publishing software, Microsoft Office, Excel, Access, and other PC applications
- Strong ability to organize, prioritize, and estimate project logistics
- Excellent customer service manner
- Excellent written, oral and electronic communication skills
- Ability to assume multiple responsibilities; make good, quick, decisions, and work independently as well as with a team
- Ability to complete projects efficiently and at high quality level
- Treat confidential material as such
- Ability to deal in a professional, warm manner with clients, board members, funders, colleagues, faculty, and students
- Undergraduate degree required

Please send cover letter, resume and salary history to the following:

**The Nonprofit Center at La Salle University**  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
fax: 215-991-2967  
e-mail: [nonprofitcenter@lasalle.edu](mailto:nonprofitcenter@lasalle.edu)

**AA/EOE**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*

**Employment****Secretary II, Psychology Department**

The Department seeks to fill the position of Secretary to the Chair and to the Faculty. The secretary manages the department office, assists the Chair and other faculty members with their educational and administrative endeavors, supervises student workers, interacts with undergraduate majors (240 majors), maintains undergraduate student records, and carries out other duties related to the efficient running of the Department.

The Department has 17 full-time faculty and administrators and over 30 adjunct faculty members teaching undergraduate and graduate courses. The secretary also works cooperatively with the staffs of the MA Program and Psy.D. Program.

Candidates must have knowledge of Word, Excel, Power point, desktop publishing, mail merge, proofreading, and filing systems. Strong organizational, interpersonal, and communication skills are essential.

Full benefits package includes tuition remission (except for the doctoral program).

Applicants should send a detailed resume, salary requirements, and the names of two employment references by January 28, 2008 to the following:

**Brother Joseph Burke**  
Professor and Chair  
Psychology Department  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141

telephone: 215-951-1596  
fax: 215-951-5140  
E-mail: [burke@lasalle.edu](mailto:burke@lasalle.edu)

**AA/EOE**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*

**Employment****Assistant Professor of Music**

This is a one year position with 4/4 teaching load.

Required: PhD and background in teaching a variety of music history courses at both introductory and advanced levels.

The deadline for receipt of applications is **February 15, 2008**.

Please send a CV, a one-page philosophy of teaching, and three references to the following:

**Patricia B. Haberstroh**

Chair of Fine Arts

La Salle University

1900 W. Olney Ave.

Philadelphia PA 19141

**AA/EOE**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*



**Employment****Technical Specialist****Enrollment Services Division  
Information Management Group**

This position reports to the Director of the Information Management Group and is responsible for coordinating information systems for Admission and Student Financial Services. The Technical Specialist serves as a contact for ad hoc reporting and manages the flow of information into BANNER including, data entry, data loads and online applications.

Applicants for this position must have a Bachelor's degree, knowledge of BANNER, BANNER data structures, Microsoft Access, the World Wide Web and associated technologies.

Preferred skills and experience include admission/ financial aid experience or experience working with information systems and creating ad hoc reports, the ability to effectively communicate with a variety of constituent groups, the capacity to problem solve and to bring consensus to difficult technical/student service issues.

La Salle's benefits package includes tuition remission, medical, dental, long term disability, life insurance and time-off benefits including vacation and sick time. Salary is commensurate with experience.

Interested candidates should send a cover letter, resume and list of references to the following:

**Kathy E. Payne**  
Director, Information Management Group  
Enrollment Services Division  
La Salle University  
1900 West Olney Ave.  
Philadelphia, PA 19141  
email: [paynek@lasalle.edu](mailto:paynek@lasalle.edu)

AA/EOE

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*

**Employment****Computer Technician**

La Salle University's Department of Mathematics and Computer Science invites applications for a full-time Computer Technician. The duties of the position are the day-to-day administration of technology in department offices and computer labs including

- monitoring technology usage;
- identifying potential problem areas and resolving these difficulties;
- maintaining all devices including user software configurations;
- assisting students and staff in using the available information technology facilities;
- providing end user software support and assistance relative to a variety of software packages;
- maintaining local area networks, including backup and recovery as required;
- editing and posting portal content for the School of Arts and Sciences.

Compensation includes a competitive benefits package, including tuition remission. To apply, please send a letter of interest, a resume, and the names and contact information for three (3) references to [knappenb@lasalle.edu](mailto:knappenb@lasalle.edu) or to the following:

**Jonathan C. Knappenberger, Ph.D., Chair**  
Mathematics and Computer Science  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141

Applications will be accepted until the position is filled.

**AA/EOE**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*

**Employment****Secretary III for the Office of the Provost**

The Office of the Provost seeks to fill a full-time 12-month position for an individual to perform secretarial and clerical duties for the Provost, Assistant Provost, and Executive Secretary to the Provost.

The ideal applicant will have at least three years experience in an office setting; higher education office experience will receive preference. Requirements include high school diploma or recognized equivalent; proficiency in

Microsoft Office applications and communication systems; oral and written communication skills; high level of discretion and organizational ability; the ability to work both independently and as a member of a team.

Compensation includes a competitive benefits package, including tuition remission.

To apply, please send a letter of application, a résumé, and the names and contact information for three (3) references to the following:

**John J. McGoldrick, F.S.C.**  
Assistant Provost  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141

**AA/EOE**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu).*



**Campus News Procedures****Procedures for Submitting Items for Inclusion in the Campus News**

All information must be submitted electronically as text by selecting a web form located in the Campus News channel in the mylasalle portal (located in the Staff Services Tab).

- Accompanying graphics may be submitted separately in the following manner:
  - via e-mail to the [campusnews@lasalle.edu](mailto:campusnews@lasalle.edu). The article title must be included in the subject line of the e-mail.
  - via CD.
  - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the *Campus News*.

If you need assistance with submissions, please contact Dolores Lehr at 215.951.5112 or [lehr@lasalle.edu](mailto:lehr@lasalle.edu).

**Deadlines for Submission**

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4 p.m.**
- New Positions of Employment at La Salle University: **Monday at 2 p.m.**